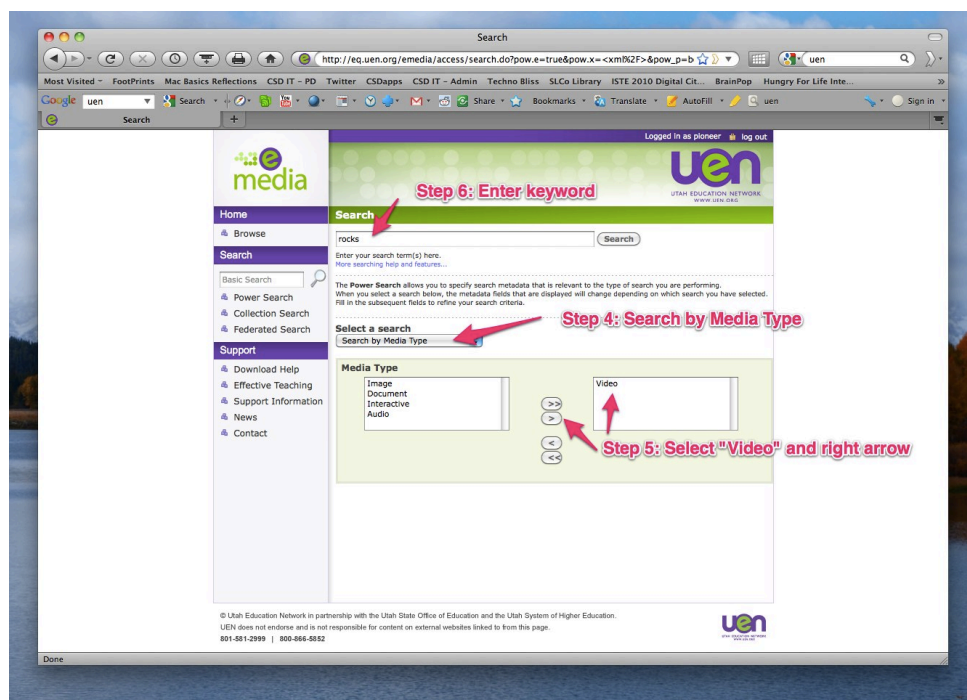


## eMedia Basics for Macs

1. Be sure that all Software Updates are installed on your Mac.
2. Go to: [www.uen.org](http://www.uen.org) and set this as a bookmark. Choose "Video and Media" in the bottom right hand corner, then "eMedia". This will take you to the search window. (Do not set the eMedia search window as a bookmark - you will have password problems.)
3. Under Power Search you will see a drop down menu. There are three searching options: Search by Utah Core, Search by Contributor or Search by Media Type. Explore each type. (You may also do a Guided Search or a Federated Search.)



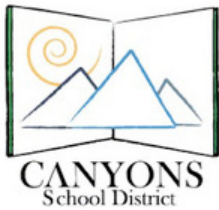
4. In this example choose "Power Search" and "Search by Media Type".
5. Then choose "Video" and select the right arrow.
6. Now enter a keyword. In this example we entered simply "rocks". Click "Search".



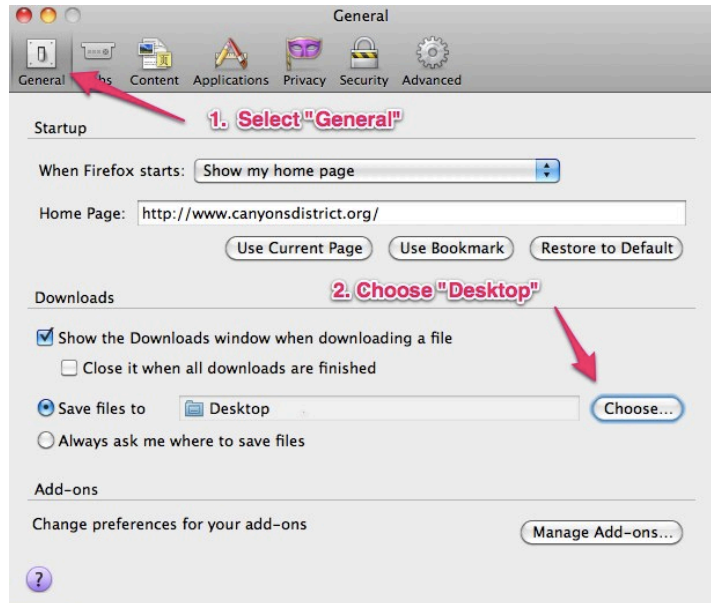


7. eMedia contains video (and video segments), image, document, interactive and audio files. This search for a video file on “rocks” found 151 results. Be sure to notice the “media type” so you know what you are downloading. You will also see duration, grade level and core area. The media type for “Rocks and Minerals” is video. The duration is 20 minutes 15 seconds. Click on the picture to see the next screen where you can preview and download the movie.

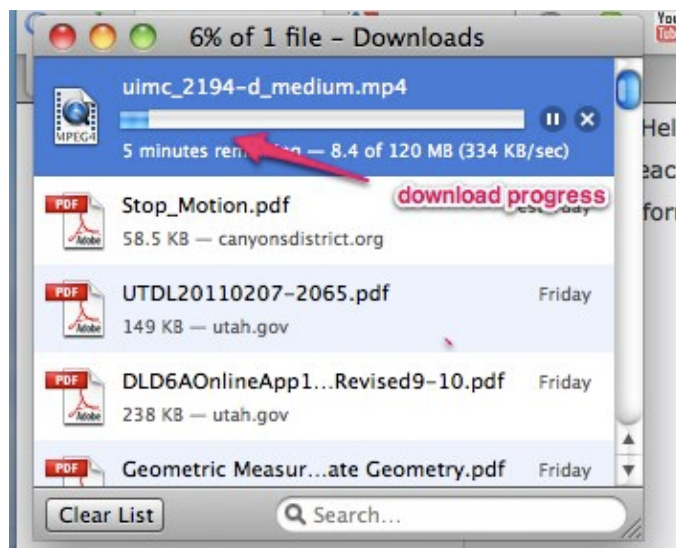
8. At the bottom of the preview screen you will see a **Quick Time option for Macs.** (The Win Media option is for PC.) Notice the “Rights” and “Usage Agreement”. To download the movie click on the “Download” button. If you are not sure where your downloads go, see step 9 below.



9. Where is your download going? Go to “Firefox” and select “System Preferences” to see where your laptop is downloading. Select “General” and choose “Desktop”



10. The video should begin downloading and the window will look like this on a Mac. Notice the **name** of the file as it downloads. You can rename the video, but be sure to leave the 3 character extension (i.e. **.mp4**). This extension tells your computer how to open the file. If you download video to your desktop, it is easy to work with them there. You can copy them to a CD, flash drive, or external hard drive, and **then delete them from your desktop**.





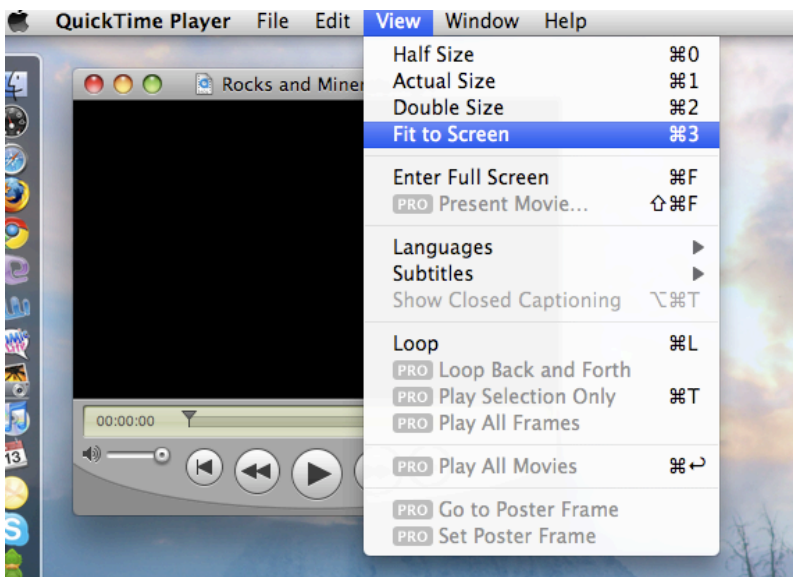
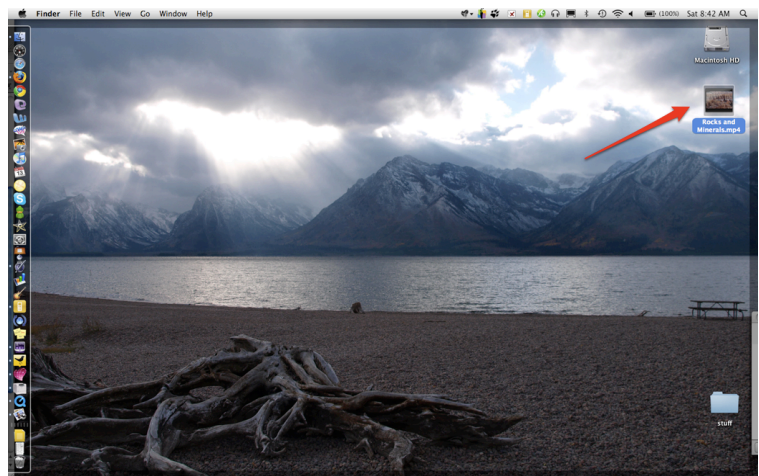
11. Notice the file size for this 20 minute video is 120 MB. A typical CD will hold 700 MB, so you can put several movies on one CD. Your Mac will burn -R CDs. Notice the file size for this 20 minute video is 120 MB. A typical CD will hold 700 MB, so you can put several movies on one CD. A 4GB Flashdrive will hold 4,000 MB.

12. When the download is complete, double click on the file on your desktop.

13. This will open your video in Quicktime. Then choose “View” and “Fit to Screen” to enlarge the window. Connect your projector and sound system to your laptop and enjoy big screen and surround sound.

(If your video does not open see Step 1 Install Software Updates.)

14. Insert a blank CD or flash drive and drag your video to this item. Drag the CD to the trash to burn it, or drag the flash drive to the trash to eject it.



*Because of licensing agreements, files you find on eMedia today may not be there tomorrow. So be sure to save what you want to use again to a CD, flash drive or external hard drive and file for future use. Delete it from your desktop to save memory on your computer.*